



February 12, 2019

1. Cabinet reviewed and discussed the following information items:
 - a. The Asian American and Pacific Islander Serving Institutions (AANAPISI) Newsletter ([attached](#)) features Los Angeles Harbor College launching the Asian Pacific American Student Success (APASS) program. AANAPISI is a federal Title V grant program of which Mt. SAC is also a grant recipient for our Arise program ([link](#)).
 - b. The Board of Governors has chosen Heather Hiles as the president of the new California Online Community College ([article attached](#)). Ms. Hiles, who has never worked full time at a college or university, spent the last year as founder of an equity fund and the previous year with the Gates Foundation. Before that, Hiles consulted for education-related companies such as Cengage. She has a BA from UC Berkeley and an MBA from Yale. Read her vision ([attached](#)) for the new fully online community college.
 - c. A recent article ([attached](#)) describes ten practical strategies for connecting students to homelessness response systems. Given the high rate of housing insecurity, these strategies are welcome. The article describes the Continuum of Care system and gives links to organizations and additional information. Our area is served by the Los Angeles Continuum of Care-Los Angeles Homeless Services Authority at www.lahsc.org.
 - d. New statistics ([article attached](#)) on CSU graduation rates show uneven progress and some backsliding. Eleven campuses graduated less than 20% of the students who entered as freshmen four years ago, the lowest being Cal State LA at a 9.5% four-year graduation rate.
 - e. Mt. SAC's newest facility is our Equity Center with a ribbon cutting celebration scheduled for 4:00 pm on Wednesday, February 27th ([flyer attached](#)).
 - f. The Los Angeles Community College District passed a \$3.3 billion bond measure in 2016, but controversy has arisen ([article attached](#)) over an audit showing a first year cost overrun of \$1.8 million combined with the program management firm failing to deliver on critical project services. In addition, the LACCD Board of Trustees award of the bid to that program management firm is being challenged in court.
 - g. This year's Pomona State of the City presentation ([notice attached](#)) will be held on Thursday, February 28, 2019 at the Fox Theater in Downtown Pomona. Doors open at 5:30 p.m.
2. Assembly Bill 30 ([attached](#)) by Assembly Member Chris Holden would make needed changes in the College and Career Access Pathways (CCAP) dual enrollment statute. A CCLC "Fact Sheet" ([attached](#)) provides a summary and additional information. Mt. SAC's dual enrollment program ([link](#)), now expanding to 25 high schools, includes CCAP agreements with Bassett, Pomona USD and West Covina USD.
3. The Chancellor's Office has provided a new "Meeting Section 508 Obligations Institutional Guidance" ([attached](#)). The document provides a series of goals and objectives which colleges are encouraged to pursue. Cabinet noted that compliance with Section 508 of the federal Rehabilitation Act is required, and many of the goals and objectives are mandated and not just a matter of following guidance. Cabinet agreed that this document should be discussed in AMAC (Academic Mutual Agreement Council). Also noted was that this guidance document is a follow up to the Board of Governor's Accessibility Standard ([attached](#)).
4. A Chancellor's Office memo ([attached](#)) reports that meetings with CSU staff, teacher preparation directors, a contracted consultant, and CCC Chancellor's Office staff has produced a CCC-CSU Teacher Preparation Program (TPP) Collaboration Framework ([attached](#)) for model quality teacher preparation programs at the community college level. Actually, the framework document seems to be a history of community college teacher preparation and a set of general good practices.

5. Cabinet reviewed the current draft ([attached](#)) of a presentation on Temporary Employee Hiring. Cabinet applauded Abe Ali and his Human Resources staff for a very comprehensive and readable presentation of essential requirements for temporary employee hiring. Several suggestions were made:
 - Including a similar section on independent contractors would be useful.
 - Under “Guidelines for Hiring a Professional Expert Employee,” include a note that professional experts can start their assignments prior to Board approval.
 - Under “Guidelines for Hiring a Substitute Employee,” add a bullet stating that there is no limit to work days for a substitute replacing and employee on approved leave.
6. Cabinet reviewed and updated a draft on proposed topics ([attached](#)) for the Board Study Session
7. The Chancellor’s Office has hired 14 “Guided Pathways Regional Coordinators” ([attached](#)) with three for LA and Orange County colleges. Their role for Mt. SAC is unclear, but according to the Chancellor’s Office ([link](#)): The transformational nature of Guided Pathways requires a strong system of support, both statewide and locally. Guided Pathways regional coordinators are ready to work with local colleges by facilitating collaboration and local workshops, as well as representing that local voice with the Chancellor’s Office to continue building needed resources and support.
8. Cabinet approved three Immediate Need Requests:
 - \$12,000 one-time and \$80,000 ongoing ([attached](#)) to upgrade our campus emergency notification system.
 - \$45,000 one-time ([attached](#)) for adjunct counseling to upgrade education plans for students on financial aid probation.
 - \$60,000 one-time ([attached](#)) to support increased demand for student support in the Speech & Sign Success Center.
9. Doug Jenson, Associate Vice President of Administration, and Dale Vickers, Chief Information Technology Officer, discussed Mt. SAC’s implementation of Questica Budget Software Manager. For an overview see this [web page link](#) or view this budget video [link](#) or performance video [link](#) or open book video [link](#).
10. Cabinet was joined by Duetta Langevin, Director of Safety & Risk Management who gave an update on the Emergency Operations Plan.
11. Cabinet continued its review of holds placed on student registration. A complete list of such holds is [attached](#) including campus office initiating the hold, details about the hold, compliance with AP 5035 ([link](#)), why the hold was placed, and how it can be cleared. Of the 32 holds, 25 block students from registering for classes.
 - The Student Services Team is reviewing nine holds that block student registration ([attached](#)). It was noted that IT will be taking action to be sure that the Orientation Hold expires on the first day of the student’s first term of attendance. Student Services will bring back to Cabinet a recommendation to remove the registration hold on some or all of the nine on the list.
 - The Administrative Services Team is also reviewing registration holds.
12. Cabinet reviewed an update ([attached](#)) on open positions under active search.
2. Items for future agendas (items for the next Cabinet meeting are shown in BOLD):
 - a. AP 4225—Course Repetition and Withdrawals and Catalog pages on Grading Symbols (Audrey, 3/12)
 - b. Update on Multiple Measures Placement Workgroup (Audrey, Joumana & Team, 3/19)
 - b. Revisions to AP 5200 Student Health Services (Audrey, 4/30)
 - c. Review of Holds Placed on Student Registration (Audrey, Mike, 3/12)
 - d. Student Centered Funding Formula—Continued Follow Up
 - A. Tracking Students in Support Cohorts (Student Support Workgroup (Dale, Antonio, Barbara, 5/7)

- B. Noncredit Support of SCFF & Multiple Measures (Madelyn, 3/26)
- C. Implementing SCFF Research Agenda and Data Reporting/Analytics (Barbara, 3/19)
- D. Auto Award/Near Completion/Selection of Major (Audrey, George, Francisco, Dale, 4/30)
- E. *EAB Navigate* Schedule Building & Data Analytics (Student Support Workgroup--Dale, 4/30)
- F. Increasing Financial Aid Awards: *ProVerify* software and Case Management (Audrey, Chau, Dale, 4/30)

3. Quarterly Reports to Cabinet

- a. Emergency Response Plan Quarterly Report (Duetta & Melonee, 5/14)
- b. Room Utilization/Capacity-Load Ratio Project (Mika, Joumana, Kevin Owen, 4/9)
- c. Faculty Position Control Quarterly Report (Joumana & Rosa, 4/16)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 4/9)
- e. IT Projects Quarterly Report (Dale, 3/12)
- f. Grants Quarterly Update (Adrienne, 3/19)
- g. Dual Enrollment Offerings at Local High Schools Quarterly Report(**Joumana, Joel & Francisco, 2/19**)
- h. International Student Quarterly Update (Audrey & Darren, 3/26)
- i. Academic Support Alignment Project Quarterly Report (Madelyn, Meghan, 4/23)